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	<p align="center"><b>City of Charleston Police Department Policy and Procedure Manual</b></p>		EFFECTIVE DATE: <b>02/01/08</b>
			ORIGINATOR: <b>Strategic Analysis &amp; Innovations</b>
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BY THE AUTHORITY OF THE CHIEF OF POLICE: 			

#### 5.1 WRITTEN DIRECTIVE SYSTEM (CALEA 12.2.1 d, f, g, h)

The purpose of this order is to establish definitions, format, and authority for preparation and issuance of written Departmental publications, distributed for the information, guidance, and direction of Charleston Police personnel. This agency has a written directive system providing for:

1. Statements of agency policy;
2. Procedures for carrying out agency activities;
3. Rules and regulations contained in general orders, policies, and procedural orders;
4. Procedures for indexing, purging, updating, and revising directives;
5. A description of the written directives system format providing for general orders, policy statements, and procedural orders; and
6. Policy that vests in the agencies chief executive officer the authority to issue, modify, or approve the agency directives and identification of the persons or positions other than Chief of Police authorized to issue written directives.

#### 5.2 GENERAL POLICY STATEMENTS (CALEA 12.2.1 b, f, i)

The efficient and effective performance of a municipal law enforcement agency is heavily dependent upon the quality and accuracy of information and direction provided to its personnel. This order is intended to serve as a catalyst in structuring and interpreting Department policies into operating procedures of a specific and detailed nature and to guide police personnel in performance of major Department functions.

The written directives system must encompass a range of publications from permanent to temporary, and from mandatory instructions to informational memoranda. Effort is being exerted to minimize the number and complexity of publications, while providing essential information and direction toward common organizational objectives.

To provide a framework for development of written Department publications, certain general guidelines have been adopted:

1. Publication will not conflict with established rules, regulations, or written directives of the Department, or with administrative regulation and statutory law imposed by higher authority;
2. All publication will be stated in precise and positive terms with grammatical accuracy and simplified language; and

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3. When applicable, cross-reference will be made to other related and published documents. Publications that cancel or supersede other issues will reference the affected document.

It will be Department policy that proposed General Orders or revisions to rules and regulations be reviewed and approved by the Chief of Police.

### 5.3 TYPES OF DEPARTMENT PUBLICATIONS (CALEA 12.2.1 b)

Department publications will be restricted to the following:

1. General Orders, Policies, and Procedural Orders;
2. Field Guides;
3. Special Orders;
4. Departmental Memoranda;
5. Orders of the Day; and
6. Personnel Orders.

Bureau Commanders are authorized to issue bureau memoranda only. Bureau memoranda are restricted to that information or direction which affects only assigned personnel and internal operations of the bureau.

Division and Unit Commanders and supervisors may issue memoranda pertaining to operating procedures, practices, work assignments; and which are related to the internal direction and functioning of the section or unit. Memoranda must conform to policies and procedures established in Department or division directives. The Administrative Services Commander is charged with maintaining a master file of all publications at the Department level. One (1) copy of each publication issued will be forwarded for this purpose.

No official publications, other than provided for in this order, are authorized in the Charleston Police Department.

### 5.4 DEFINITIONS

**General Orders** are the written orders issued by the Chief of Police, which do not relate to specific circumstances but rather affect or concern the entire Department. General Orders will be issued to each member of the Police Department.

**Policy** consists of principles and values, which guide the performance of a Department activity. Policy is not a statement of what must be done in a particular situation; rather, it is a statement of guiding principles that will be followed in activities that are directed toward the attainment of Department objectives. Policy is formulated by analyzing objectives and determining through research those principles that will best guide the Department in achieving its objectives. Policy is based upon police ethics and experience, the desires of the community, and the mandate of law. Policy is articulated to inform the public and Department employees of the principles which will be adhered to in the performance of the law enforcement function. Additionally, policy establishes operational standards to assist Department employees in the necessary exercise of discretion in discharging their responsibilities. An officer in the performance of his or her duty is confronted with an infinite variety of complex situations that require police action. Since policy is objective rather than situation oriented, it is broad enough in scope to encompass most situations. Policy, therefore, must be stated in general terms.

**Procedural Orders** are the written orders issued by the Chief of Police that relate to specific circumstances that are of concern to the entire Department. Procedural Orders will be issued to each member of the Department. General Orders, Policies, and Procedural Orders will be issued for:

1. Institution of procedures, policies, and manuals related thereto;
2. Changes in organization;

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3. Installation of programs affecting more than one (1) section;
4. Personnel policies and procedures, not including changes in personnel status;
5. Use of police facilities and/or equipment and expenditure of funds; and/or
6. Relationships with citizens and other agencies.

**Field Guides** – Issued to provide procedures for specific area of operation within the department. Field Guides that are law enforcement sensitive in nature may be limited to sworn-officers only.

**Special Orders** - Issued to announce policies or specific procedures concerning a circumstance or event of a one-time or temporary nature. Example:

1. Assignment to specific parade duty;
2. Renumbering of police vehicles;
3. Temporary parking restrictions;
4. Annual budget preparation instructions and deadlines; and/or
5. May also be used to publish new orders prior to inclusion with General Orders, Policies or Procedural Orders.

**Personnel Orders** - Issued to direct a personnel status change including:

1. Appointment and assignment of new personnel;
2. Promotion or demotion;
3. Transfers between Department units;
4. Training assignments;
5. Appointment to specialized Department duty assignment;
6. Temporary duty assignment with other agencies; and/or
7. Extended leave of absence.

**Memoranda** - Issued to disseminate information, instructional material or data of general interest to Department personnel. Below bureau level, memoranda may be issued to establish unit procedures and instructions for accomplishing assigned tasks.

1. Announcement of Department, City, community, civic, or social events;
2. Information on actions, policies, and events in other agencies;
3. Instructions and information concerning academic or instructional programs of general interest; and/or
4. Explanation or clarification of previously issued orders.

**Daily Orders** - Issued to convey information of specific interest pertinent to performance of the law enforcement task. Daily Orders would be appropriate to:

1. Daily bulletin information;
2. A periodic publication or crime analysis data on specific crime patterns and possible suspect and M.O. descriptions;
3. Description of identifiable property items reported stolen; and/or
4. Information and description on wanted criminals.

### 5.5 ISSUING AUTHORITY (CALEA 12.2.1 b, c, i)

Department publications are always issued under authority of the Chief of Police, as are personnel orders. Bureau memoranda may be issued by authority of the respective Bureau Commander. Unit memoranda may be issued by respective commanders or civilian supervisors.

Personnel proposing a new or updated general order, or a suggestion to purge a general order, must submit the proposal via the

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chain of command to the Chief of Police. The command requesting a new or revised general order will document the need, provide supporting information, and attach a copy of the proposed general order.

If the Chief of Police wishes to have the proposal considered, then prior to consulting with the command staff, the Chief of Police will submit the proposed general order to the:

1. Accreditation Office to determine if the order conflicts with existing orders, and is in compliance with the standards set forth by the Commission on Accreditation for Law Enforcement (CALEA) and;
2. When appropriate, the Chief will also submit the proposed general order to the Office of the City Attorney for legal review, to ensure that the proposed policy or changes does not conflict with existing law and to the Human Resources Coordinator (Police Services) for a human resources review, to ensure that the proposed policy or changes do not conflict with existing City of Charleston Human Resources Policy.

After review by the Accreditation Office and the City Attorney, the Chief may, but commonly will present the proposed general order to the command staff for consideration.

With the approval of the command staff, the order may, but commonly will be submitted to all commands for a period of ten (10) days. Comments and suggestions for the new or updated general order will be sent via e-mail or memorandum to the Accreditation Office.

The Accreditation Office will advise the Chief of Police on the comments and suggestions and make changes deemed necessary. After the 10-day review process, the order will be presented to the Chief of Police for approval.

The Chief of Police does have the authority to immediately issue, modify, and approve any departmental written directive as required.

All General Orders will be assigned a control number. In addition, these orders will contain a subject title, whether it is an original, or amends a previous order, the effective date, and the signature of the proper authority. These orders will also contain a purpose, policy, and when appropriate a procedure.

### 5.6 FORMAT (CALEA 12.2.1 d, e)


Since the object is to impart information, the only rule is that it be of maximum clarity and simplicity.

The Charleston Police Department Written Directive System will be organized into Administrative General Orders (Chapters 1 through 76) and procedural Field Guides.

General Orders will be numbered sequentially within each chapter. Headers for both General Orders and Field Guides will contain the following information:

1. Title and Chapter;
2. Type of Order (Administrative or Field Guide);
3. Number and Order Topic;
4. Pages;
5. Effective Date;
6. Originator and date of revision;
7. Distribution Code (ALL or SWN);
8. CALEA Standards covered in the Directive; and
9. Signature of the Chief of Police.

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	Administrative General Order	Policy Number/Title	<b>PAGE X OF X</b>
	<b>City of Charleston Police Department Policy and Procedure Manual</b>		EFFECTIVE DATE: XXX
			ORIGINATOR: XXX
			REVISED: XXX
	DISTRIBUTION: XXX	CALEA: XXX	
BY THE AUTHORITY OF THE CHIEF OF POLICE:			

General Orders will include a purpose, policy, and when appropriate, a procedure or rule. Major topic areas within each directive will be numbered, labeled, and underlined. Headings in support of major topic areas will appear in bold type in the first indent then underlined in the second indent.

**General Orders, Policies, and Procedural Orders:** General Orders, Policies and Procedural Orders numbers will be assigned by the Accreditation Office. All numbers will follow in the logical sequence.

**Special Orders:** Numbering will consist of the last two digits of the calendar year preceded by a sequential number for each order issued during the year.

**Personnel Orders:** Personnel Orders will be numbered with the last two digits of the calendar year preceded by a sequential number. The Personnel Office will issue Numbers.

**Memoranda:** Memoranda will be prepared in informal letterform. Memoranda are not formally numbered and are maintained by subject and date.

**Daily Orders:** Daily Orders will be issued as Department publications. Daily Orders are issued under authority of the Chief of Police and no specific authority entry is required. The body of the Daily Orders may be configured as required to best depict the information.

### 5.7 DISTRIBUTION (CALEA 12.2.1 e; 12.2.2)

#### **Distribution of General Orders**

The Department is responsible for distributing an electronically stored policy and procedures manuals to all major sections and divisions including all sworn and non-sworn personnel.

The Administrative General Orders and procedural Field Guides will be distributed to personnel as noted in the distribution section of the header. Those noting “Sworn Officers” will not be distributed to non-sworn personnel. Exceptions will be made on a case-by-case basis by the commander of the division for those non-sworn personnel that require access to the policy of field guide to correctly perform their job duties. The Accreditation Office will be responsible for the posting of new, revised, updated, or purged general orders on the Charleston Police Department Intranet site. The Charleston Police Department Intranet site will contain the most current versions of the Departmental General Orders and Field Guides.

In addition to the posted orders on the Charleston Police Department Intranet site, copies of the General Orders will also be issued to all employees via electronic USB drive. Drives will be distributed or redistributed by the Accreditation Office as needed (as new and/or damage require.) When issuing or reissuing general orders, the following procedure will be followed:

1. New, revised, updated, or purged orders will be posted on the Charleston Police Department Intranet;
2. An email will be sent to all employees requiring them to update their departmental USB drive; and

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Each supervisor is required to have their employees sign the official department receipt that they received the new policy manual and field guides from the intranet. The policy will require that all personnel read and certify understanding of pertinent orders. Non-sworn personnel will also be required to maintain manuals individually and update readily from the city intranet source.

### **Distribution Codes**

Special Orders will continue to indicate a distribution code, reflecting the extent of coverage required by the nature of the order.

## **5.8 MAINTENANCE AND INSPECTIONS (CALEA 12.2.1 c, d, e, i; 12.2.2)**

### **Issuance**

Each employee will be issued a general order manual on a USB drive containing the general orders. Upon receiving a new or updated general order, employees will acknowledge it in writing, and download the manual onto their departmental issued USB drive. It is the responsibility of each employee to read and understand the information that is applicable to his or her employment with the Charleston Police Department. If any employee has questions regarding the information, they are directed to contact a supervisor so the question may be addressed.

### **Maintenance**

It is required that each assigned Policy and Procedures Manual be maintained in usable condition and be continually updated by insertion of new orders and removal of rescinded or updated directives. This includes annotation of the index by insertion of reference to new orders or the cancellation of those rescinded. All such actions are performed by the acceptance of the updated policy manual from the City intranet and saving the file to the employee's individually issued policy manual thumb drive.

Sworn personnel are individually responsible for the condition and currency of manuals issued for personal reference. Unit commanders and supervisors are responsible for the condition and currency of manuals issued to the unit. The Commander of Administrative Service will maintain a master file of all Departmental publications.

Indexing, purging, updating, and revising directives will be the responsibility of the Administrative Services Bureau Commander. The Chief of Police, on an annual basis, will appoint personnel who will be responsible for reviewing all written orders as described herein and prepare a recommendation to the Chief of Police for updating, revising, or purging of said orders.

The Manual may be revised, updated, or purged at other times during the year. Special attention will be given to index revisions so that employees may quickly and accurately reference specific directives

### **Dissemination**

The Accreditation Office will be responsible for disseminating new and modified general orders to the command staff. It is the responsibility of each division, bureau, office, precinct, and unit commander to disseminate division, bureau, office, or precinct orders to the affected personnel, and to maintain current versions of General Order Manuals and Field Guides within each command.

As new or revised general orders are distributed, employees will be notified of the policy update by their Team Commander, or designee. Employees will acknowledge receipt of updated or new general orders by initialing the departmental policy update form (CPD Form #462). The commanding officer of each organizational component will submit the acknowledgment(s) to the Professional Development and Training Division for entry into the officer's training file.

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### **Archived Policy**

The Accreditation Office will index and maintain a copy of all current and obsolete general orders, as well as copies of current divisional, bureau, precinct, office, and unit orders:

1. The Accreditation Office will maintain electronic copies of general orders, which will be indexed by General Order number. The Accreditation Office will also maintain copies of General Orders that have been updated and reissued;
2. General Orders that have been deleted at the direction of the Chief of Police will be maintained in an electronic format. Purged general orders will be deleted from the Charleston Police Department Intranet site. Members will be notified via e-mail of the effective purge date of the General Order via e-mail;
3. General Orders that require revision may be revised by the Accreditation Office and updated copies posted on the Charleston Police Department Intranet site. Revised copies will be provided to all personnel via the City of Charleston intranet site.

### **Inspections**

Officer's policy and procedures manuals will be formally inspected periodically at a frequency determined by the Chief of Police, or designee. Officer formal inspections will be accomplished by the Administrative Services Commander, or such other designated personnel appointed by the Chief of Police.

Inspection will normally involve the physical examination of the electronic copy of the policy and procedures manuals to determine that they contain the most current version of the manual to include:

1. All current orders are properly filed in the appropriate manual section;
2. Canceled or rescinded orders have been removed; and
3. The index has been updated with entries of new orders and deletion of those rescinded.

An inspection of the manuals may also be conducted by each employee's immediate supervisor as part of a documented line inspection or at any other time deemed necessary by the supervisor.

#### **5.9 AMENDMENT AND CANCELLATION (CALEA 12.2.1 e)**

The content of general orders occasionally requires amendment to comply with legal changes; update operational procedures; or conform to revised policies. Amendments are expedited to assure maximum currency of reference material.

When any amendment is performed it will immediately be updated on the city intranet for distribution to officers with an explanation of the change placed on the front page of the police department's intranet webpage.

Where the amendment or revision is of sufficient size and length to require major restructuring of the order, a complete new order will be issued. The new order will replace the entire former order, which may be disposed of.

#### **5.10 ADMINISTRATIVE REPORT MANAGEMENT (CALEA 11.4.1)**

The policies of the Charleston Police Department require administrative reporting on a variety of activities. Appendix A, located at the end of this policy, details each report required, the position or organizational component responsible for preparing the report, the frequency with which the report is required, and the distribution schedule for each report.

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Administrative Reports	Reporting Department	Purpose of Report	Frequency	Distribution of Reports
COMPSTAT Weekly Reports	Crime Intelligence Unit	Weekly Crime Statistics for Crime Awareness & Manpower Allocation, Major Crimes, traffic summons, arrests	Weekly	Chief of Police & Command Staff
Orders of the Day	Administrative Support Unit	Departmental Notices & Information Dissemination	Daily	All Departmental Personnel
Daily Roster	Administrative Support Unit	Employee work status & accountability	Daily	Desk officers
Traffic Weekly Reports	Traffic Unit OIC	Weekly ticket count for accountability, Traffic Accidents (YTD) and manpower allocation	Weekly	Commander/Deputy Commander of Special Units, Traffic Commander and Municipal Court
Personnel Orders	Personnel Office	New employees assignments and Personnel transfers	As needed	Chief of Police, Command Staff, Data Integration Manager, Personnel, Fleet Operations, Effectuated Personnel, and Payroll
Special Orders	Personnel Office	Departmental Policy and Procedure Changes	As needed	All Departmental Personnel
Public Housing Report	Crime Intelligence Unit	Crimes committed in public housing	Weekly	Departmental personnel per request
Medical University Crime Statistics	Crime Intelligence Unit	Crimes recorded by CPD in MUSC area	Monthly	MUSC Command Staff
Officer Analysis Report	Crime Intelligence Unit and Personnel Office	Productivity and Manpower Allocation	Monthly	Chief of Police